

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Monthly Report for February 1984 (U)

FROM:

C/OC-AMD

EXTENSION

NO.

OCAM M84-111

DATE 09 MAR 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/CO

9 MAR 1984

12 MAR 1984

2. DD/CO

12 MAR 1984

12 MAR 1984

3. OC-EXA

12 MAR 1984

12 MAR

4. OC-MLS

12 MAR 1984

12 MAR 1984

5. OC/OL-IMC

6.

7.

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15.

C O N F I D E N T I A L

OCAM-M84-111

MEMORANDUM FOR: Director of Communications

25X1 FROM:

[redacted]
Chief, Administrative Management Division, OC

25X1 SUBJECT:

Monthly Report for February 1984 [redacted]

1. AWARDS:

25X1 a. On Friday, 17 February 1984, the Deputy Director of
25X1 Central Intelligence presented [redacted]
[redacted] with the Agency Intelligence
Star. These Office of Communications employees were honored
25X1 for their professional conduct and contributions under grave
25X1 personal risk [redacted] who was on R&R
[redacted] during the time of the award presentation, was back on duty in
[redacted] on 05 March 1984.

25X1 b. During the month, three Office of Communications
25X1 retirees were honored with career awards in ceremonies with
the Director of Communications. [redacted]
[redacted] was the recipient of a Certificate of Distinction, and
[redacted] received a
Certificate of Merit.

25X1 c. The Director of Communications presented Certificates
25X1 of Appreciation and cash awards to [redacted]
OC-AMD, and [redacted], OC-DND. [redacted] received
a \$900 monetary award for his idea that will reduce expenses
associated with processing applicants for TCS positions within
the Office of Communications. A \$450 cash award was presented
25X1 to [redacted] for his concept that eliminates unnecessary page
copies within the CDS.

25X1 WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED



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2. OC-AMD's Wang equipment was loaded with software on 02 February 1984. There are currently six Wang workstations and three printers in use in AMD; an additional 14 workstations and three printers are scheduled for installation circa April 1984. The wonders of Wang have had considerable positive impact on work patterns and the processing of paperwork within AMD. []

3. [] replaced [] as Chief, Personnel Administration Branch, effective 13 February 1984. (C)

5. OC/OL-IMC is currently reviewing the feasibility of establishing the Central and Automated Records System for the Office of Communications. This system is being used throughout the Agency and has proven to be very successful in the various registries in controlling their correspondence. []

6. The Communications School gained two personnel on 01 March when Independent Contractors [] and [] entered on duty. Twelve independent contractors are currently involved in instruction duties at CS and contracts are in process for seven more. []

7. In a meeting for DDA Personnel Officers, it was reported that a recent IG survey on Independent Contractors may lead to new controls and procedures to ensure independent contractors are being employed properly and effectively. []

8. Assignments and Processing Branch responded to a priority request from the DDA/Career Management Staff by answering a variety of questions and providing statistical information on domestic assignments for Communications Officers. This was in

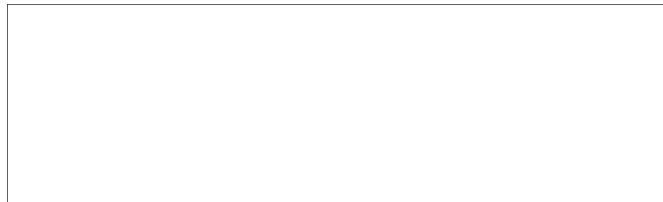
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support of new legislation increasing certain benefits for government employees who make job related domestic moves, and Agency initiatives to influence GSA and OMB to assure that implementing instructions allow authorization of maximum benefits under the new law.

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